



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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January 18, 2011

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### **COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by deleting two (2) non-represented classifications and by reclassifying positions in various County departments.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to delete two (2) non-represented classifications in the Department of Public Works and to implement results of classification studies in the departments of the Children and Family Services, Health Services, Probation, Public Works, and Sheriff.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

#### Deleted Non-Represented Classifications

We are recommending the deletion of two (2) vacant, non-represented classifications in the Department of Public Works (Attachment A). This recommendation is consistent with the County's strategy to reduce the number of duplicative and obsolete classifications. The department has been informed of and has consented to the deletion.

#### Reclassifications

Based upon individual position studies conducted at the request of five (5) departments, we recommend that six (6) positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

#### Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative project, which include the deletion of specialized classes in an effort to streamline the classification system.

**FISCAL IMPACT/FINANCING**

The projected budgeted annual costs for the six (6) positions that will be reclassified is estimated to total \$59,062 (all funds). Net County savings is estimated to be \$1,713. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:EFS:SJM  
LR:KP:ra

Attachments (2)

- c: Department of Human Resources
- Executive Office, Board of Supervisors
- County Counsel
- Auditor-Controller
- Affected Departments

**ATTACHMENT A**

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
1034	Assistant Chief, Business & Finance, Public Works
1858	Chief, Personnel Management, Public Works

**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION**

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Children Services Administrator II Item No. 9087A 101A Non-Represented	Administrative Services Manager II Item No. 1003A NM 96C Non-Represented

The subject position reports to an Administrative Deputy III and is assigned to the Administrative Office, Bureau of Finance and Administration. According to the revised organizational structure, the position is responsible for supervising four (4) Administrative Services Manager I positions. It assists with the oversight of various operations including the development and implementation of goals, objectives, programs and policies, as well as directs the survey and analysis process for administrative, fiscal, human resources and operational issues.

Based on the level of accountability, span of control and the nature of the work supervised, this position meets the allocation criteria for the Administrative Services Manager II, a class which is responsible for supervising a central staff unit providing budget, personnel, or other administrative services. Therefore, we recommend downward reclassification to Administrative Services Manager II.

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES (continued)**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Senior Typist-Clerk Item No. 2216A NMV 67D Represented	Secretary III Item No. 2096A NMV 71H Represented

The subject position is assigned to the Public Health Nursing Program in the Bureau of Medical Director and provides secretarial support for the Nurse Manager. Since secretarial allocations throughout the County are based upon the level of manager to which they report, we recommend that the position be reclassified upward to Secretary III, a class which provides full-time secretarial support to the head of a major section in a large and complex County department.

## **DEPARTMENT OF HEALTH SERVICES – ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Public Information Officer II Item No.1601A NM 91B Non-Represented	Departmental Public Affairs Manager Item No. 1027A N23 S12 Non-Represented

In response to the Affordable Care Act, which mandates significant changes in the health care system, the Department of Health Services (DHS) is currently undergoing a strategic reorganization to transform ambulatory and managed care services within DHS. The above-referenced position change has been identified to support a large scope public relations, internal communications and marketing plan.

The subject Public Information Officer II position currently reports directly to the Chief Network Officer and is assigned to the DHS – Administration, Communications Office, where it supervises two (2) public relations staff and has an indirect reporting relationship with the public relations positions assigned to other DHS facility locations. This position currently serves as the spokesperson for departmental executive management.

Under the reorganization, the position will be exchanged for a Departmental Public Affairs Manager. The scope of the position's responsibilities will be expanded to integrate communications and marketing program with full-time staff dedicated to communications and resources. It will have technical oversight of six (6) public relations staff and two (2) graphic design staff located at DHS – Administration, Harbor/UCLA Medical Center, LAC+USC Medical Center, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center. Specifically, it will be assigned to develop public relations and expand publications to illustrate the public hospital and California's Medicaid Section 1115 hospital financing waiver. Other responsibilities will include redesign of the DHS website, incorporate social networking, and develop information channels in collaboration with the Information Technology staff as well as marketing innovative programs through the County TV channel and other media outlets.

Based on the current responsibilities, proposed organizational structure and expanded scope of departmental communications, the Departmental Public Affairs Manager is the most appropriate classification to perform these proposed duties. By definition, the Departmental Public Affairs Manager directs the planning, development, management and implementation of a comprehensive communication, marketing, outreach, and community relations program.

## **PROBATION DEPARTMENT – SUPPORT SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Departmental Chief Information Officer II (UC) Item No. 2581A N23 R14 Non-Represented	Departmental Chief Information Officer II Item No. 2576A N23 S14 Non-Represented

The subject position is being reclassified solely to reflect a change in the classified/unclassified status. The subject position is being removed from the unclassified service because of a recent departmental reorganization. Measure A removed chief deputies and assistants or deputies next in line of authority to the chief deputies from the Civil Service System. Since the position now reports to the Administrative Deputy III (UC), it no longer meets the criteria for unclassified status. Therefore, we recommend lateral reclassification to Departmental Chief Information Officer II.



## **DEPARTMENT OF PUBLIC WORKS**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Head Management Services, Public Works Item No. 1022A NM 101K Non-Represented	Administrative Services Manager III Item No. 1004A NM 106B Non-Represented

The subject position reports to the Chief, Administrative Operations, Public Works and is assigned to the Administrative Services Division, Internal Support Services Section. It functions as an Assistant Division Chief providing oversight to four (4) units: Contracting Services, Legislation, Information Management, and Materials Management.

Based on the scope of the responsibilities and level of accountability assigned, this position is more consistent with the Administrative Services Manager III allocation criteria. By definition, the Administrative Services Manager III directs a major central staff section providing budget, personnel, or other administrative services to a medium to large size County department. In contrast, positions allocable to Head Management Services, Public Works are responsible for the department's management analysis, productivity improvement, and administrative controls functions. Therefore, we recommend upward reclassification to Administrative Services Manager III. In addition, since it is a single-position department-specific classification, the Head Management Services, Public Works will be deleted once vacated.

## **SHERIFF'S DEPARTMENT - ADMINISTRATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Director, Fiscal Administration, Sheriff Item No. 1010A N23 S14 Non-Represented	Director, Bureau Operations, Sheriff Item No. 0997A N23 S14 Non-Represented

The subject position is assigned to the Administrative Services Division of the Fiscal Administration Bureau. The position performs duties equivalent to Director, Bureau Operations, Sheriff. Based on the overlap of duties between the two classes, the Director, Fiscal Administration, Sheriff classification is determined obsolete.

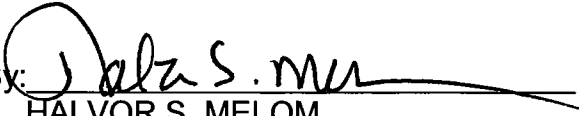
This reclass will provide consistency to the organizational structure by streamlining positions. Therefore, we recommend lateral reclassification to Director, Bureau Operations, Sheriff, a class which serves as bureau head for the administration of major departmental operations. Additionally, since the Director, Fiscal Administration, Sheriff is a single-position department-specific classification, it will be deleted from the County Classification Plan once vacated in accordance with our continued efforts to remove obsolete and/or duplicative classifications.

## ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by

- Deleting two (2) non-represented employee classifications; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Children and Family Services, Health Services, Probation, Public Works, and Sheriff.

ANDREA SHERIDAN ORDIN  
County Counsel

By:   
HALVOR S. MELOM  
Principal Deputy County Counsel  
Labor & Employment Services Division

HSM:kp

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
1034	ASST CHIEF, BUSINESS & FINANCE, PW	01/01/2006	98H
		10/01/2006	100B
		07/01/2007	NN 100B
		01/01/2008	NN 101C
		07/01/2008	NM 101C
		01/01/2009	NM 102D
1858	CHIEF, PERSONNEL MANAGEMENT, PW	01/01/2006	100C
		10/01/2006	101H
		07/01/2007	NN 101H
		01/01/2008	NN 102J
		07/01/2008	NM 102J
		01/01/2009	NM 103K

**SECTION 2.** Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
1003A	45	<u>16</u>	ADMINISTRATIVE SERVICES MANAGER II
9087A	70	<u>69</u>	CHILDREN SERVICES ADMINISTRATOR II
2096A	443	<u>114</u>	SECRETARY III
2216A	247	<u>246</u>	SENIOR TYPIST-CLERK

**SECTION 3.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
<u>1027A</u>	<u>1</u>		<u>DEPARTMENTAL PUBLIC AFFAIRS MANAGER</u>

**SECTION 4.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
1601A	2	<u>1</u>	PUBLIC INFORMATION OFFICER II

**SECTION 5.** Section 6.100.010 (Probation Department – Support services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2581A	4	<del>DEPTL CHIEF INFORMATION OFFR II(UC)</del>

**SECTION 6.** Section 6.100.010 (Probation Department – Support services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2576A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFICER II</u>

**SECTION 7.** Section 6.109.010 (Department of Public Works) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>4022A</del>	<del>4</del>	<del>HEAD,MANAGEMENT SERVICES,PW</del>

**SECTION 8.** Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1004A	3 <u>4</u>	ADMINISTRATIVE SERVICES MANAGER III

**SECTION 9.** Section 6.120.010 (Sheriff - Administration) is hereby amended to delete the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
1010A	4	<del>DIR, FISCAL ADMINISTRATION, SHERIFF</del>

**SECTION 10.** Section 6.120.010 (Sheriff - Administration) is hereby amended to change the number of ordinance positions for the following class:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
0997A	3 <u>4</u>	DIRECTOR, BUREAU OPERATIONS, SHERIFF

**SECTION 11.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[RECLASSJAN2011KPCEO]